



33Please note this Apprenticeship / Traineeship vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. **If you wish to find out more about a vacancy below please contact apprenticeshipready@sheffield.gov.uk or if you would like to express an interest in applying for any of the vacancies or apprenticeships listed please send your CV to apprenticeshipready@sheffield.gov.uk.**

Please note: some vacancies require a CV to be sent to sccapprenticeships@sheffield.gov.uk instead of Apprenticeship Ready – these are outlined in the Account Manager box.

The vacancy reference number and Account Manager of the role you wish to apply for should be included in your email.

Post Code	Job Title / Vacancy ID	Job Description	Closing Date	Account Manager
S3 8DB	Apprentice Business Administrator VAC2022103536	Duties include: <ul style="list-style-type: none">• Answering incoming calls• Reception duties• Sending marketing letters• Digital marketing on blogs and social media• Accepting deliveries from couriers• Ensuring adequate stock levels of stationary• Producing management reports• Providing an excellent level of customer service• Providing support to the sales team• Updating the CRM and chasing paperwork from new clients	28/02/2022	Asima Zahir
S9 4AE	Apprentice Phone Technician	Duties include: <ul style="list-style-type: none">• Initially to understand basic mobile phone and Apple iOS (Operating Systems)	14/03/2022	Yves Orford

	VAC2022103558	<p>and their basic functionality</p> <ul style="list-style-type: none"> • On the job training, learning how to recover data, diagnose software and hardware issues to include functionality and to undertake repairs • Fault diagnosis • Part replacement • Fine soldering • Rewiring • Disassembly and reassembly of mobile phones, tablets and Apple iOS products • Administrative duties (ensuring all paperwork is up to date) • Packing and processing orders (ensuring we hit daily deliveries) • Ordering supplies • Counting and managing stock • Listing items online through multiple portals such as Amazon, eBay and Wish • Customer service • General shop duties <p>We are looking for someone with a genuine interest in mobile phones, tablets and Apple iOS products and the employer's business sector, willingness to learn, a good team player, trustworthy, flexible, reliable, a good timekeeper, a good communicator and a good team player.</p>		
S7 1NQ	Apprentice Painter & Decorator VAC2021103337	<p>Duties include:</p> <ul style="list-style-type: none"> • Using hand tools and power tools • Applying various types of paint • Stripping and applying wallpaper • Understanding health and safety and adhering to the policies for various sites • Spray painting • Preparing surfaces to a very high standard • Manual handling • Use of access equipment • Carrying out and keeping record of safety checks • Dealing with clients, customers and members of the public 	28/02/2022	Sophie Mazzola

Hillsborough, Burngreave and Attercliffe	Apprentice Housing Officer x3 VAC2022103500	<p>Are you enthusiastic, passionate, and committed to improving outcomes for residents of Sheffield's Council Housing Service?</p> <p>This is an opportunity to join a front-line service with scope to influence and improve the service we provide the customers of Sheffield. You will be working within a team of experienced, supportive, and motivated staff.</p> <p>You will contribute to the delivery of a high-quality service which supports customers to help them sustain their tenancies. The post will involve multi-agency working with other teams within the Council or other agencies to provide the best possible support to our customers.</p> <p>We are looking for applicants with a positive approach and can-do attitude who can provide a high quality, continually improving and customer driven service. Housing knowledge is not essential - we will work with successful applicants to ensure they are trained and coached to gain the knowledge needed. We also offer career progression opportunities for all our staff.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk
S4 7WB	Apprentice Business Support Officer VAC2022103499	<p>This is an opportunity to join a team which carries out a varied role centred around the delivery of revenue and capital programmes of work to properties across the city. You will be part of a business support service to a team of 52 staff working both in an office environment and remotely across the city.</p> <p>Our ideal candidate will be enthusiastic, a self-starter and will have the opportunity to learn and develop skills in working with and supporting customers during programmed works. You would have excellent IT Skills and be a proficient user of Microsoft Word and Excel.</p> <p>The role is full time (37 hours) and is based at Solpro Business Park, Attercliffe, Sheffield but there will also be an expectation to work remotely at home.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk

S1 2SH	Apprentice Senior Business Support Officer VAC2022103497	<p>Our team is based in Sheffield City Centre and provides business support across Citywide Housing to services dealing with homelessness, rehousing, housing strategy and change management.</p> <p>The role involves checking and paying invoices, posting journals, and other financial and office administration work. You will be working in support of our busy homelessness teams - a fast paced, front-line service.</p> <p>You will also provide general administrative support to officers working in this area. You will provide IT system administration, project management support, and help process referrals for some of the most vulnerable people in Sheffield.</p> <p>We are looking for someone with excellent attention to detail, an understanding of finance systems to raise orders and pay invoices, and who may be used to working in a busy office environment. The ideal candidate will have excellent organisational skills and is comfortable supporting and minuting meetings attended by a range of officers and partners, where complex homelessness and rehousing cases are progressed.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk
S4 7WB	Apprentice Tenancy Enforcement Sustainability Support Officer x2 VAC2022103496	<p>The team is responsible for the enforcement of Sheffield City Council's Tenancy Conditions when breaches of tenancy occur, but also supports vulnerable tenants, leading on safeguarding for the service, with the aim of sustaining tenancies.</p> <p>The role is to act as a first point of contact for staff in the Housing and Neighbourhoods Service around Tenancy Enforcement and related issues.</p> <p>You will deal with a wide range of tenancy management concerns, as you will be providing advice, guidance and practical support to staff on breaches of tenancy conditions, tenancy enforcement and related issues.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk

S1 2SH	Apprentice Private Rented Liaison Officer VAC2022103493	<p>Private Housing Standards regulate privately owned housing throughout the city. We are a highly motivated team who have a passion for helping tenants and landlords alike, our aim is to ensure properties are safe places to live.</p> <p>As the sector continues to grow, it becomes more important for tenants to have someone to turn to when they have concerns about the properties that they call home.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk
Hillsborough, Newfield Green, Burngreave and Solpro Business Park	Apprentice Neighbourhood Support Officer x5 VAC2022103501	<p>In the Housing and Neighbourhood Services, we have 42,000 homes. The services we provide include repairs and improvements to tenants' homes, collecting rent, managing lettings, looking after estates, tackling anti-social behaviour, rehousing and letting properties.</p> <p>The service we provide to Council Housing Tenants and other residents of Sheffield is rapidly changing and this is an opportunity to forge a career in our front-line service.</p> <p>The successful candidates will assist the team in providing a customer focused service committed to improving customers lives.</p> <p>The work is very busy and varied, from general advice to dealing with Anti-social behaviour, rehousing and the management of some complex cases for tenants who have varying needs.</p> <p>Some of the duties and responsibilities you'll be trained in as part of the apprenticeship will be to provide an effective and efficient reception service, telephone and administrative support service to customers, handling mail, preparing documents, storing, and retrieving and supplying information.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk
S1 2SH	Apprentice Senior Assistant VAC2022103498	<p>The Home Ownership and Revenue Unit is a team within the Neighbourhood Intervention & Tenant Support Service within Sheffield City Council. We coordinate the sale of Council properties under the right to buy, manage operational financial functions for the Housing</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk

		<p>Service relating Debtors and Creditors. This includes the raising of orders and approving payments for the procurement of goods and services, customer billing and overseeing the collection of all housing-related sundry debts.</p> <p>If you are a committed, enthusiastic person with positive approach to work, we could hold your key to a successful career in housing.</p>		v.uk
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